NOAA CIO Council
Meeting Minutes
July 26, 2001

Attendance: William Turnbull, Chair   Susan Kennedy
                Robert Mairs   Fred Toepfer
                Hugh Johnson   John Villemarette
                Nancy Huang   David McClure
                Larry Tyminski   Gary Falk
                Carl Staton   Robert Kidwell
                Greg Bass   Allison Soussi-Tanani
                Will Ross   Brenda Taylor

ACTION ITEMS:

1. A memorandum from the NOAA CIO to the DOC CIO will be prepared requesting that the IT requirements approval threshold be raised to $10 million for all NOAA acquisitions.

2. Gary Falk will develop a policy on e-mail addresses that will be implemented as part of the NOAA IT Architecture or in a NOAA NAO. This policy is needed because non-NOAA.gov addresses bypass centralized virus protection procedures.

MINUTES:

Introductory remarks were given by Bill concerning:

        1. The DOC Budget - Things are going reasonably well but we should not expect to get everything asked for in the FY03 Budget request. The DOC passback is expected next week.

        2. IT Security - On August 1,2001, OMB will be talking to DOC about IT management. One topic that will be a focus of the discussion will be IT Security.

        3. OMB Briefing - Sue Kennedy attended the briefing on the Capital Planning and Investment Control Processes and Budget Reporting (A-11). OMB's comment was that Exhibit 300s are not just for IT projects but for all capital assets. NOAA has been submitting Exhibit 300s for non-IT projects including satellites, vessels, and construction.

        4. IT Security - There is a virus attack going on. Email addresses for NOAA should be NOAA.gov so that the central virus filters will work. Many questions arose. How many email address do we have that are not part of NOAA.gov on the NOAA web servers? Do we have a list? Do we want a NOAA directive on this versus guidance? Gary Falk has the action to bring this to the network architecture committee for research and to recommend a course of action.

5. NOAA news for the Secretary of Commerce - The DOC CIO is trying to provide the Secretary news that reflects the good work being done within the IT community. Items that have previously been provided were on Fisheries and the Nielsen rating of the NOAA Website

6. NOAA-TECH 2002: An email has gone out inviting participation. Presentations are being solicited in all high technology areas. NWS has sent numerous entries. Bill has suggested setting up a wireless network to be used during the conference.

IT Requirements Approval Process: Hugh Johnson led a discussion on the IT Requirements Approval process. As the policy stands now NWS and NESDIS are the only Line Offices whose IT review approval threshold and IT procurement thresholds are the same as the NOAA Procurement Office threshold ($10 million). NOS had an Exhibit 300B under $10 million dollars that required DOC approval for the IT requirement but not for the acquisition. It was agreed that NOAA should have a single $10 million IT approval threshold. The action item was taken to write a memorandum to the DOC CIO requesting that NOAA be given a blanket threshold of $10 million.

IP Telephony / NOS Pilot: Gary Falk passed out a handout that was a rough draft of SSMC Campus Voice Over IP Cost Comparison for the SSMC Telephone Service Requirements. Discussion centered around the handout. Gary did state that there would be excess capcacity in the prototype system.

IT Maturity Model Reporting: DOC is using the maturity model as a measure of their performance to OMB. The Planning and Investment Review assessment is being done at the NOAA level. Bob passed out a draft assessment and asked that comments be returned to him.

A-ll - Exhibit 53: The IT Plan expenditure call has not come out yet. The Exhibit 53 information is due to OMB September 10. DOC wants the information by August 27, 2001. A new item is information on automated Grants Management Systems.

Exhibit 300: There is a revised Exhibit 300 format. The exhibit 300A and Exhibit 300B have been combined into the Exhibit 300.

Section 508 Accessibility Working Group: Allison Soussi-Tanani (OAR) and Brenda Taylor (NWS), members of the NOAA Section 508 Working Group, introduced the NOAA Section 508 Website (www.section508.noaa.gov). Brenda talked about the Section 508 website icon that can be placed on websites that comply with Section 508 website standards.

E-Learning Initiative: Bob Kidwell spoke about efforts to set up an agreement with the Department of Transportation's Transportation Virtual University (TVU) to provide online training for NOAA. NESDIS is anxious to use it. NMFS has renewed its contract with Smartforce. Bob recommended that NOAA try both Smartforce and TVU over the next few months before a final decision is made on a NOAA-wide approach.

Microsoft, Macromedia, & Oracle: A handout was passed out that had information on the Adobe Day at NOAA August 16, 2001 and a listing of NOAA wide software offerings. Please note that with the Microsoft software, you must get current within the next 3 months. After that, there will be a 100% cost increase. It was noted that NOAA's virus detection software can be used to protect the home computers of NOAA employees. The software can be downloaded from the website.

Telework - OAR is working on a TeleWork Policy for working at home. OAR will distribute copies of its policy when it is ready.

LO Architecture Briefing: Each LO architecture segment team needs to give the CIO Council a status report. The AWG will work up a draft schedule.

Bill closed the meeting.